



**Welcome to Office of Events Management – SciTech!
Serving the Potomac Science Center, Woodbridge**

We strongly recommend that all users review the following information regarding the scheduling of events at the Potomac Science Center. If you have any questions, please email pscevent@gmu.edu or 703-993-7107 for Potomac Science Center.

Building Hours Potomac Science Center

Potomac Science Center

Monday – Friday: 9:00 am – 5:00 pm

***An early open request can be made through the Office of Events Management-SciTech. There is an additional charge for this request.*

The Events Management Office- SciTech at Potomac Science Center is open Monday through Friday from 9:00 am – 5:00 pm.

Mailing Address:

650 Mason Ferry Avenue

MS 4E3

Woodbridge, VA 22191

Meeting & Event Space

The Potomac Science Center located in Woodbridge has several options for event space. Within Potomac Science Center there is a large Multi-Purpose room that can fit up to 112 people and features flexible seating with the options of rounds, lecture, or theater style. This is our largest space. Adjacent to the Multi-Purpose room is the Pre-Function Lobby, perfect for a registration area or for your catering, accommodating up to 125 people for these set ups. The Lecture Hall has flexible seating perfect for group trainings, breakout sessions or meetings. The conference room is perfect for small private meetings up to 10 people. Several outdoor spaces are also available as well. Space priority is given to GMU groups with the ability to provide space for the general public throughout the year. Cost estimates can be provided upon request.

For a photos of Potomac Science Center spaces available for meetings and event reservation, <https://potomacsciencecenter.gmu.edu/potomac-science-center-gallery/>

Event spaces can be booked three years in advance for George Mason University faculty, staff, and students (internal users).

All non-Mason requests (external users) for event spaces can be scheduled two years in advance.

Requesting Space

By requesting space at the Potomac Science Center, you agree that you have read and understand the procedures regarding the event scheduling process as outlined on this site. Please keep a copy of your request and subsequent confirmation for your records.

Reservation Forms for events must be made in a timely manner:

- Requests for classroom spaces made by a University faculty, staff, or students requires at least 5 business days' notice.
- External event requests for classroom spaces require at least 10 business days' notice.
- Any event that occurs in Beacon Hall requires at least 30 days' notice.
- Any event that requires the installation of software requires at least 14 business days' notice.

**Please note that if reservation deadlines are not met, GMU has the right to deny any AV support, equipment, or setup change.*

For an explanation of event types and process, see our [Life of an Event roadmap \(insert link to life of an event\)](#)

Internal requests:

In order to request space for a meeting or event at the Potomac Science Center, all University faculty, staff, and students must use the 25Live Scheduling system. The event request form and calendar is available at <http://25live.gmu.edu>. To gain access to 25Live, faculty and staff must request a new user account and attend a training session. Please contact pscevent@gmu.edu for registration information. In order to confirm reservations we require an org code.

External Requests:

The general public can request space via our [Space Request Form \(non-Mason\)](#). In order to confirm reservations we require a signed contract and 20% non-refundable deposit.
<https://form.jotform.com/dweitzma/PSC>

Classroom Space Reservation Note:

It is important to note that all Classroom requests (M-F) for space during Spring and Fall Terms, cannot be processed until after the late add period has passed for that term. Request for summer space will be processed as soon as permitted by Summer Term office (usually after the first week of April).

Do not advertise for your event without written confirmation of your reservation from the Office of Events Management-SciTech.

Insurance

Please note: All events at GMU are required to carry insurance and provide George Mason with a Certificate of Insurance that names the University as “Additionally Insured” (Or the Certificate Holder).

***For the Potomac Science Center, Additionally Insured or Certificate Holder will need to be listed as: George Mason University
650 Mason Ferry Avenue
Woodbridge, VA 22191***

The insurance requirements are as follows:

- Commercial General Liability in an amount no less than \$1M per occurrence with a \$2M aggregate
- If minors are present, Sexual Abuse and Molestation in the amount of no less than \$1M with a \$2M aggregate
- If you will be driving people around on campus for the event, Commercial Automobile Liability in the amount not less than \$1M per occurrence
- Workers Compensation in an amount not less than that prescribed by statutory limits
- AND an Umbrella/Excess policy in an amount not less than \$1M to apply OVER and ABOVE the above insurances.

At all times during this Agreement Client shall maintain the following insurance coverage:

- Commercial General Liability in an amount not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate;

We realize, many of our clients do not have formal event insurance with their companies. In order to assist we have partnered with TULIP (SPECIAL EVENT INSURANCE). You can visit this site to get an insurance quote based on your event. <http://risk.gmu.edu/insurance/tulip-special-event-insurance/>

We encourage all clients, to find out the costs of the insurance prior to going to contract. Once a contract is signed, the insurance is due within 30 business days, and no later than 30 business days of the event. Failure to provide the insurance, is a breach of the contract – thus canceling the event. If this happens, no deposits are refundable.

Event Support Services

Office of Events Management-SciTech can provide tables and chairs for your event in a variety of configurations depending on your needs. Easels and pads can be provided upon request. If an event requires special equipment, including a portable stage, high table tops for receptions, or directional signage, or linen/skirting for tables, please speak with your Event Coordinator.

Taping of notices or signs to the doors of the classrooms or any of the doors leading to the exterior of the building are prohibited. Users will be responsible for any damages to walls/doors if tape is used.

Audio Visual Production

Office of Events Management-SciTech can provide state-of-the-art in-room or portable audio-visual equipment for your event needs in all of our spaces. Our techs can assist with all of your needs including presentations, panels, and audio recording. Tech and Equipment fees will apply.

Any outdoor events that require amplified sound of any level (bullhorn, microphone/speaker, full band, movie, etc) will need to be reviewed by the Office of Events Management-SciTech, coordination of services will need to be organized well in advance. Requests for outdoor amplified sound must be placed at least 60 business days in advance.

Parking

Parking is available onsite. The Events Coordinator can assist you with your parking arrangements.

Event Billing

Internal Clients must provide a University Account /Organizational Code on the request form. Any additional costs such as Administrative fees, services or Classroom Technologies charges may be applied to this account. *Your request will not be processed without this information.*

Estimated Invoices are sent to the point of contact for the event listed on the initial event request form during the planning process. A final invoice will be sent within one month of the completion of the event.

All external events are billed for space rental, audio-visual equipment, additional event resources, labor, and housekeeping by the Office of Events Management-SciTech. External events can be paid by company check or credit card (Visa or MasterCard). The Office of Events Management-SciTech does not accept cash or money orders. Catering is organized as a separate bill from the corresponding department.

All events that involve a partnership between Mason and an external organization (also known as sponsored events) are given a discounted rate for the services listed above. The Mason organization or department that is the "sponsor" must make all of the arrangements and attend the event in order to qualify for the discount. External organizations, even when collaborating with the University, shall be required to enter into a formal contract (event agreement) with the University for use of space.

All internal events receive a University discount for the services listed above. Internal Mason events will be billed for labor, housekeeping, and audio-visual needs as determined by the event manager or audio-visual manager. The Mason organization or department must pay for the event via internal org code only.

*Additional services not listed above may be assessed to the client depending upon the request made to the event manager. Additional services will be discussed with the client prior to the processing of the final invoice.

Full payment is due within 30 days of billing.

Cancellation Policy Potomac Science Center

Units that determine that they no longer require reserved space must inform the event coordinator that they can release the space as soon as possible so other members of the community may utilize the space for their events.

It is up to the Office of Events Management-SciTech to approve reservations in the system.

Failure for any group to cancel a reservation, regardless of the classification of the event, will be charged a cancellation fee if the cancelation is not done in a timely manner.

External Clients:

George Mason University requires a signed event agreement AND 20% non-refundable deposit before the event can be confirmed. Cancellations of events must be submitted at least 2 weeks prior to the actual date of the event. "Late add" events include any events scheduled within two weeks before the date of the event. Late add events require an upfront total payment. There are no refunds for cancellations of these late add events.

If the Client informs the Office Events Management-SciTech less than 14 days of the Event's Start Date, that the event is cancelled, George Mason University reserves the right to charge the Client 75% of the Client's Estimated Invoice and shall retain any deposit received.

Internal/Sponsored Clients:

Internal/Sponsored Clients will receive an email reminder from the Office of Events Management-SciTech 6-8 weeks prior to the scheduled event. At that time the event manager/coordinator will contact you to finalize the details of your event. After a walk-thru is conducted, an estimated invoice will be provided to you, outlining the costs associated with your event.

Our current policy is if you cancel within two weeks of your event and are paying with an Internal Org Code, you will be charged for all staffing fees associated with your event. If your external partner is paying for the event directly, the cancellation guidelines for external clients described above will be followed. This policy is subject to change.

If you are expecting a VIP to attend your event (high ranking government official, national celebrity, etc) please contact the Office of Events Management-SciTech to make proper arrangements.

Catering Services

All groups hosting events on campus must use Mason Catering (Sodexo) or another University Approved Caterer for your event. A list can be provided for you when requesting space. For more information on Mason Catering services, call the catering office at 703-993-3302. The Office of Events Management-SciTech Campus does not provide linens or tablecloths.

Alcohol

All Alcohol served on campus must be served by an Approved Caterer with the appropriate ABC liquor license. Location of the event with alcohol requires approval in advance. Events with alcohol are required to have police present. Use this form to request Police at your event <https://scitechcampus.gmu.edu/wp-content/uploads/Police-Request-Sheet-1.docx>

By requesting space at the Potomac Science Center, you agree that you have read and understand the policies and procedures regarding the event scheduling process. Please keep a copy of your request and subsequent confirmation for your records.

For information on the university's scheduling policies, see [University Policy 1103](#).